



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8131408
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of 2021 Promotional Materials for the Department of Tourism's Various Stakeholders and Media Partners
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 2021 - 10 - 0150	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Corporate Giveaways		
Approved Budget for the Contract:	PHP 600,000.00	Document Request List	0
Delivery Period:	1 Day/s		
Client Agency:		Date Published	29/10/2021
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph	Last Updated / Time	28/10/2021 10:03 AM
		Closing Date / Time	02/11/2021 10:00 AM

Description

TERMS OF REFERENCE

2021 PROMOTIONAL MATERIALS FOR THE DEPARTMENT OF TOURISM'S VARIOUS STAKEHOLDERS AND MEDIA PARTNERS

I. PROJECT DESCRIPTION

The Department of Tourism (DOT), through its Office of Public Affairs and Advocacy (OPAA), is looking for suppliers of promotional materials for its various stakeholders and media partners in support of the Department's public affairs agenda.

II. SPECIFICATIONS

LOT 1: WOODEN LAPTOP TABLE

- Foldable and adjustable
- Table Extend Length: Approx. 53-58cm - 20.87-22.83in
- Leg Length: Approx. 17.5-25cm - 6.89-9.84in
- Desk Panel Length: Approx. 49.6cm - 19.53in
- Suitable for at least a 14-inch laptop
- Anti-slip bars/ non-slip baffle
- Cup slot design
- Lifting table leg
- Small drawer
- Engraved with the official logos of the Department of Tourism and It's More Fun in the Philippines
- Manufacturer or brand must be existing in the Philippine market for at least one year to ensure reliability and

product quality assurance

- 300 units
- Php 1,000/unit including packaging cost

LOT 1 GIFT BOX / PACKAGING

- Rectangle brown cardboard box with black DOT logo printed at the center of the cover
- With or without handle

LOT 2: BAMBOO CHEESE BOARD WITH CUTLERY SET

- Material: bamboo wood
- Round cheese board
- 8 inches in diameter, 1.5 inch in thickness
- Food grade
- Comes with stainless steel cutlery set
- Engraved with the official logo of EATS. More Fun in the Philippines
- Manufacturer or brand must be existing in the Philippine market for at least one year to ensure reliability and product quality assurance

- 300 units
- Php 1,000/unit including packaging cost

LOT 2 GIFT BOX / PACKAGING

- Square brown cardboard box with black DOT logo printed at the center of the cover

III. PROOFING STAGE AND DELIVERY DATE

Proofing Stage:

- 1st Stage: Supplier must provide a complete set sample within seven (7) days upon receipt of the approved Purchase Order.
- 2nd Stage: Supplier must submit a replacement within seven (7) days upon receipt of comments from the end-user, or if the items need to be replaced.

Expected Delivery Date:

- To be delivered at the Department of Tourism at 351 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila on or before 22 November 2021 (Monday), any time from 8:00 AM to 2:00 PM, upon receipt of final and approved proofs/samples.

IV. LEGAL AND TECHNICAL REQUIREMENTS

1. Current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Must provide a breakdown of prices and/or services included in the quotation
6. Quotation must include taxes
7. Amenable to government procedure or send-bill arrangement

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

Six Hundred Thousand Pesos (Php600,000.00) inclusive of all applicable taxes.

Total budget shall be charged against the approved 2021 Work and Financial Program of OPAA.

VI. PAYMENT PROCEDURE AND OTHER DETAILS

Government procedure and taxes already deducted from the total contract price. The supplier shall be paid after the complete delivery of the goods and upon presentation of billing statements and certification by the end-user that the goods were received in good and working condition.

Partial bids are allowed and bidders have the option to submit proposals on any or all of the lots mentioned in this TOR. Evaluation and contract award will be undertaken on a per lot basis.

VII. CONTACT PERSON

MIKEE DENISE P. PASCUAL

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Director

Office of Public Affairs and Advocacy

SAMPLE LAY-OUT AND DESIGN FOR LOT 1: WOODEN LAPTOP TABLE

SAMPLE PACKAGING FOR LOT 1: WOODEN LAPTOP TABLE (WITH OR WITHOUT HANDLE)

SAMPLE LAY-OUT AND DESIGN FOR LOT 2: BAMBOO CHEESE BOARD WITH CUTLERY SET

SAMPLE PACKAGING FOR LOT 2: BAMBOO CHEESE BOARD WITH CUTLERY SET

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Corporate Giveaways	Wooden Laptop Table	300	Piece	300,000.00
2	Corporate Giveaways	Bamboo Cheese Board with Cutlery Set	300	Piece	300,000.00

Other Information

Partial bids are allowed. All goods are grouped in lots listed above. Bidders shall have the option of submitting a quotation on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding evaluation, and contract award.

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PHP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 02 November 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 28/10/2021

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